

City of Wichita

Director of Housing and Community Services



CITY OF
WICHITA
wichita.gov





Our Wichita Community



Don't miss this opportunity to play a significant role in making Wichita an even better place. With a vibrant downtown, outstanding quality of life, and dynamic transportation system Wichita is a premier community for opportunity. The Director of Housing will oversee a vital element of the City's affordable housing and homeless prevention programs. They include rapid re-housing, rental assistance, home purchase, repair assistance and employment training.

Wichita, the largest city in Kansas, population 389,965, is the county seat of Sedgwick County; the population in the Metropolitan Statistical Area is 644,672.1 As of May 2017, the City's total land area was approximately 164.3 square miles. Wichita's employment includes a broad mix of business types, with a sizable base of relatively high paying manufacturing jobs. A list of Wichita's major private employers include Spirit AeroSystems, Inc., Via Christi Health, Textron, Inc., Bombardier Learjet, Koch Industries Inc., Wesley Medical Center, Dillons Food Stores, Cargill Meat Solutions, and Johnson Controls. The City of Wichita is also among the large employer list with approximately 3,000 employees.

Wichita is a community with big city amenities and a small town, friendly atmosphere. Low cost of living, exceptional educational opportunities, broad range of arts and cultural attractions, and many entertainment options make Wichita the ideal place to call home. Wichita's diverse cultural attractions are nationally



renowned and rival other metropolitan areas of comparable size. The city offers a professional opera, symphony, ballet and music theater as well as numerous cinematic and performance theaters ready to impress with plays and independent films. From traditional to contemporary, the city features a variety of art galleries and world-class museums and also accomplished local musicians and artists entertain and inspire on a continual basis.

Outdoor recreational activities abound in Wichita. There are more than 4300 acres of lush parks and greenways, tranquil botanical

gardens, numerous golf courses and more than 60 miles of bike paths. The Arkansas River provides additional recreational opportunities and serves as the centerpiece of the annual Wichita River Festival. It is home to the iconic Keeper of the Plains sculpture, which has become a symbol of Wichita and pays tribute to the Native Americans who first inhabited the area.

Wichita attracts approximately six million visitors each year. A variety of retail districts make it a shopper's paradise featuring local boutiques, eclectic shops and lifestyle centers. Wichita is also globally recognized as a top test market in the restaurant industry and can satisfy any appetite with more than 1,000 restaurants.

We could go on and on about our great City, but encourage you to use the links provided in this brochure to find out more for yourself. We think Wichita is a special place with great things happening — [CLICK HERE](#) to see the latest additions to our fine City in 4th Quarter 2018.



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GREENW MANOR



Housing and Community Services

The Housing and Community Services Department (HCSD) is a public service organization that provides assistance to households earning less than \$65,000 and in need of housing and social services. Income eligible residents may take advantage of a menu of services aimed to invest in impoverished areas in order for area residents to live well. Signature programs include: homeless prevention and rapid re-housing; rental assistance; home purchase and repair assistance; and employment training.

The Position

Examples of Work Performed

- Directs long-range planning and establishes goals and priorities.
- Directs the development and implementation of administrative and operational procedures to carry out programs efficiently, economically, and within the guidelines established by the relevant funding authorities as well as by the City.

Housing and Community Services establishes business agreements with community-based organizations and other City of Wichita departments to address priority community needs pursuant to the Consolidated Plan. High priority activities through 2019 consist of infrastructure, infill development, street beautification, after-school programming, youth employment, and domestic violence services.

The department currently has approximately fifty (50) FTE employees which includes the following divisions: Housing and Community Services, Wichita Housing Authority, and the Wichita Sedgwick County Community Action Partnership.

The Director of Housing and Community Services is a professional leadership position that performs administrative and supervisory work directing the development and administration of all city housing programs.

These programs include, but are not limited to, public housing, weatherization, home rehabilitation, and home ownership programs for low to moderate income households and persons with special needs.

Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment.

- Directs preparation and submission of bid specifications for new projects, for rehabilitation/modernization work, vendor contracts, and consultant contracts.

- Directs agenda preparation, minutes of meetings, correspondence and resolutions pertaining to relevant boards, committees, and other governing authorities.

- Develops and implements regular monitoring techniques pertaining to the operation, maintenance, and impact of the programs.

- Identifies federal, state, local government, and private funding sources and develops programs and applications for consideration and approval.

- Prepares, verifies, and submits reports, budgets, and other required information.

- Confers and consults with City officials, department directors, and community representatives and directs investigations and surveys to ensure that current and future program efforts are relevant to the needs of the community.

- Develops and distributes news releases and public announcements; speaks before community groups to explain and/or promote programs.

- Conducts informal hearings and resolves client problems and complaints.

- Completion of work assignments will require the operation of a vehicle.

- The examples of work performed are not intended to be all-inclusive.

- The City of Wichita reserves the right to assign additional responsibilities as needed.

Requirements of Work

- Thorough knowledge of pertinent funding opportunities, public and private, and associated regulations.
- Thorough knowledge of the functions, jurisdictions, and interrelationships of relevant public and private bodies, agencies, and organizations.
- Considerable knowledge of principles of housing and property management.
- Working knowledge of building and zoning codes and community development planning practices.
- Ability to comprehend, evaluate, and ensure compliance with laws, rules, and regulations affecting publicly funded and/or subsidized programs. Responsible for ensuring timeliness of reports and deadlines to ensure continued funding.

- Ability to lead, empower and inspire a multi-disciplined team of managers and staff to achieve departmental goals.
- Ability to develop and maintain effective working relationships with associates, other employees, representatives of other organizations, and the public.
- Ability to establish a close working relationship with senior staff of local authorities and voluntary/partnering organizations with responsibility for strategies, in order to identify new projects and activities for additional funding sources.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to acquire and maintain a valid Kansas driver's license.
- An employee shall not pose a direct threat to the health or safety of other individuals in the workplace.

Required Experience and Training

A bachelor's degree is required, with a preference for a bachelors in public or business administration. An MBA, MPA, or MPP preferred, plus five (5) years of progressively responsible administrative and supervisory experience in housing-related social services which include new development, rehabilitation, and property management. The successful candidate will have demonstrated work experience in entitlement grants including Community Development Block Grant (CDBG) and Community Services Block Grant (CSBG). Extensive experience in Section 8; Rental Assistance Development and Home Emergency Services preferred. Experience in family self-sufficiency and voucher programs is also preferred. The successful candidate will also be able to share their experience in public/private

partnerships and economic development projects, experience with strategic planning and strong leadership and management skills. Offers of employment will be made contingent upon passing a pre-employment physical, which will include drug screening, and upon satisfactory evaluation of the results of a police records check. An equivalent combination of experience, education and training may be considered.

To Apply

To be considered for this position, all applications must be submitted through the City of Wichita Careers website at: www.wichita.gov. Please submit a cover letter and resume with application.

Application Deadline: Sunday, April 7, 2019

Employment Information

Pre-Employment Requirements

All offers of employment from the City of Wichita are contingent on the candidate passing a background check, physical and drug screening.

Relocation Assistance

Relocation may be available for qualifying candidates.

Residency requirement

Employees are required to live within 30 minutes of lawful driving time of the corporate city limits. Employees are allowed 60 days from their start date to meet that requirement if they do not own or have any equity in their residence, or six (6) months if they do own or have equity in their residence.

Equal Opportunity Employment

The City of Wichita will extend equal opportunity to qualified applicants and employees without regard to race, religion, color, sex, marital status, national origin, ancestry, disability, genetic information, political affiliation, age, sexual orientation, or other non-merit factors.

Veteran's Preference

As a Veteran of armed services, you may be entitled to preference when seeking employment with the City of Wichita. If you are interested in receiving Veteran's Preference, you must submit your DD 214 prior to the position closing date. All required documents may be attached to the application and submitted electronically.

Americans with Disabilities Act Amendments Act (ADAAA)

Applicants requiring reasonable accommodation for the application and/or interview process should notify HR by calling 316-268-4531. The Kansas Relay phone number is 711.

Criminal History

Convictions (and arrests for law enforcement positions) for job-related offenses may be grounds for denial of employment for some or all City positions.

Resource Links

[Choose Wichita](#)

[Downtown Wichita](#)

[Greater Wichita Partnership](#)

[Possibility People Playlist](#)

[Visit Wichita](#)

[Wichita Chamber](#)

[Housing Department and Community Services](#)

[2019-2020 Adopted Budget – Housing Department and Community Services](#)



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